

SERVICE INFORMATION FOR STARTING A JUVENILE COURT ACTION

IMPORTANT! READ BEFORE USING THIS INFORMATION

ND Legal Self Help Center staff and Juvenile Court staff cannot help you fill out forms. If you are unsure how to proceed, you should consult a lawyer.

This information covers basic procedure for service to start a juvenile court action and is not a complete statement of the law. There is no guarantee that all juvenile court judges and judicial referees will accept forms available through the ND Legal Self Help Center. Use at your own risk.

To protect your rights, carefully read this information and any instructions to which you are referred.

You may go to court without a lawyer, but you will have to abide by the state or federal laws that apply to your civil action, the appropriate court rules, including North Dakota Rules of Juvenile Procedure, North Dakota Rules of Civil Procedure, North Dakota Rules of Court, North Dakota Rules of Evidence, North Dakota Administrative Rules and Orders, and any local court rules. Links to the rules and state laws can be found at www.ndcourts.gov.

A glossary with definitions of legal terms is available at www.ndcourts.gov/ndlshc.

****Disclaimer: The North Dakota Legal Self Help Center provides resources to people who represent themselves in civil matters in the North Dakota courts. The information provided by the Center is not intended for legal advice but only a general guide to the court process. The Center is not responsible for any consequences that may result from the information provided. The information cannot replace the advice of competent legal counsel licensed in the state.****

Laws and Rules for Service to Start a Juvenile Court Action

[Chapter 27-20 of the North Dakota Century Code](#) contains laws enacted by the North Dakota Legislative Assembly that apply in juvenile court actions.

The [North Dakota Rules of Juvenile Procedure](#) govern all juvenile court actions.

[Rule 6 of the North Dakota Rules of Juvenile Procedure](#) contains requirements for service of the summons to start a juvenile court action.

[Rule 4 of the North Dakota Rules of Civil Procedure](#) also applies to service of the summons to start a juvenile court action.

Juvenile Court Actions

Only certain types of actions can be brought to juvenile court.

- Delinquency: A delinquent child is a child who has committed an act that is conserved a crime and is in need of treatment or rehabilitation.
- Unruly: An unruly child is a child who has committed an offense that only applies to a child, such as truancy, consuming or possessing alcohol, disobedience of parental commands, or using tobacco, and is in need of treatment or rehabilitation.
- Deprivation: A deprived child is a child who is “without proper parental care or control necessary for the child’s physical, mental or emotional health, or morals, and the deprivation is not due primarily to the lack of financial means of the child’s parents, guardian or other custodian.”
- Termination of Parental Rights: An order terminating parental rights of a parent terminates all the parent's rights and obligations with respect to the child and of the child to or through the parent arising from the parental relationship.

The child who is the focus of the juvenile court action must either be unmarried and under the age of 18; or under the age of 20 and committed the delinquent act while under the age of 18.

Parties in a Juvenile Court Action

The party who starts a juvenile court action with a petition is called the Petitioner. There may be more than one Petitioner, depending on the circumstances of the juvenile court action.

The party who is served with a juvenile court summons and petition is called the Respondent. There may be more than one Respondent.

See [Rule 3 of the North Dakota Rules of Juvenile Procedure](#) for parties in a juvenile court action.

Before a Juvenile Court Summons Can Be Served

Petitions filed in juvenile court that are not filed by a state’s attorney, must be reviewed and approved by the juvenile court director, the juvenile court, or other person authorized by the juvenile court.

If the juvenile court director, the juvenile court, or other person authorized by the juvenile court determines that filing the petition is in the best interest of the public and the child, a juvenile court summons can be served on all parties to begin the juvenile court action.

Service of a Juvenile Court Summons and a Copy of the Juvenile Court Petition

If the petition is allowed to be filed, the Petitioner may be required to prepare the Juvenile Court Summons. The summons requires the Respondents listed in the petition to appear before the court at the time fixed to answer the allegations of the petition.

Service to start a juvenile court action, also called service of process, requires delivery of the summons and a copy of petition to the Respondents. The Petitioner is required to notify the Respondents of the claims and to give the Respondents time to respond.

The summons and a copy of petition must be delivered in specific ways. [Rule 6 of the North Dakota Rules of Juvenile Procedure](#) and [Rule 4 of the North Dakota Rules of Civil Procedure](#) give the requirements for service to start a juvenile court action.

Review [Chapter 27-20 of the North Dakota Century Code](#) and the Sections of Chapter 27-20 that apply to your juvenile court action. If a North Dakota law tells the specific method of service that must be used, use that method of service.

Please note that, in general, copies of documents are served. The original documents are filed with the juvenile court.

Proof of Service tells the Juvenile Court How, When and Where Respondents were Served and the Documents that were Served

Proof of service is an important step in the legal process. If proof of service is not filed, the juvenile court will not act on your petition.

The proof of service to start a juvenile court action tells the juvenile court when, how, and where the Respondents were served. An affidavit of service gives the court proof of service.

Affidavit of Service forms for starting juvenile court actions can be found under the Service link on the [ND Legal Self Help Center](#) website.

The Petitioner Must Locate the Addresses of the Respondents for Service.

Following are examples of ways to find people for service:

- Last known address.
 - Contact the U.S. Post Office for information on how to determine if the Respondent left a forwarding address.
- Friends, family, employers.

- Online search engines.
- Government entities, such as Department of Motor Vehicles or County Recorder.
- North Dakota business entity search, available at the ND Secretary of State website.
- Social Security Death Index.
- Utility companies.
- Social networking websites.
- Reverse directories.
 - A reverse directory allows someone to search by phone number to find an address. (Your local library may have access to reverse directories.)

**In General, the Summons and Copy of the Petition May be Served As Follows:
(Depending on Where the Respondent Can Be Found)**

Respondents Within North Dakota and Can Be Found: If a party is within North Dakota and can be found, the summons and petition must be served on the party at least **twenty-four hours before the hearing**. The summons and petition may be served in one of the following ways:

1. By Personal Service:

If you decide to serve the summons and petition by personal service:

- a. You can give the summons and petition to the sheriff for personal service Respondent. (You will be charged a fee.) The sheriff will provide an affidavit of service.

OR

- b. You may have another person who is at least 18 years of age and not a party to nor interested in the action give the summons and petition to the Respondent. The person must serve the documents as required by [Rule 4\(d\) of the North Dakota Rules of Civil Procedure](#).

- c. The person who served the summons and petition must fill out an Affidavit of Service by Personal Delivery and sign the affidavit in front of a clerk of court or notary public.

The person who served the summons and petition will need to show a driver's license or photo identification card to the clerk of court or notary public.

The clerk of court or notary public will witness the signature and fill out and sign the Notary Public lines.

- d. File the Affidavit of Service by Personal Delivery with the clerk of court.

Keep a copy of the completed, signed and notarized Affidavit of Service by Personal Delivery for your records.

2. By Obtaining the Other Party's Signature:

You may ask the Respondent to admit to service of the summons and petition:

- a. Ask the Respondent to complete an Admission of Service and fill in the date the Respondent was given the summons and petition.
- b. Ask the Respondent to sign the Admission of Service. You or the Respondent must file the signed Admission of Service with the clerk of court.

Keep a copy of the signed Admission of Service for your records.
- c. If the Respondent does not agree to admit to service, you must serve the documents as required by [Rule 4 of the North Dakota Rules of Civil Procedure](#).

Respondents Within North Dakota and Cannot Be Found But the Address is Known Or Can Be Located: If the party is within North Dakota and cannot be found, but the party's address is known or can be located with reasonable diligence, the summons and petition may be served upon the party at least **five days before the hearing** by:

1. By Mail:

If you decide to serve documents by mail, the person who mails the summons and petition must be at least 18 years of age.

- a. Send the summons and petition by Certified Mail, Return Receipt Requested (Restricted Delivery). The envelope should be marked "Deliver to Addressee Only."
- b. The person who mailed the summons and petition must fill out an Affidavit of Service by Mail and sign the affidavit in front of a clerk of court or a notary public.

The person who mailed the summons and petition will need to show a driver's license or photo identification card to the clerk of court or notary public.

The clerk of court or notary public will witness the signature and fill out and sign the Notary Public lines.
- c. File the Affidavit of Service by Mail, together with the green card receipt that is signed to show actual delivery, with the clerk of court.

Keep a copy of the completed, signed and notarized Affidavit of Service by Mail and green card receipt for your records.

2. By Third Party Commercial Delivery:

If you decide to serve the summons and petition by third party commercial delivery, the person who mails the summons and petition must be at least 18 years of age.

- a. Send the summons and petition addressed to the Respondent and require a signed receipt that resulted in delivery to the Respondent.
- b. The person who sent the summons and petition by third party commercial delivery must fill out an Affidavit of Service by Third Party Commercial Delivery and sign the affidavit in front of a clerk of court or a notary public.

The person who sent the summons and petition by third party commercial delivery will need to show a driver's license or photo identification card to the clerk of court or notary public.

The clerk of court or notary public will witness the signature and fill out and sign the Notary Public lines.

- c. File the Affidavit of Service by Third Party Commercial Delivery, together with the receipt that is signed to show actual delivery, with the clerk of court.
- d. Keep a copy of the completed, signed and notarized Affidavit of Service by Third Party Commercial Delivery and a copy of the receipt for your records.

Respondent is Outside North Dakota But Can Be Found: If the party is outside this state but can be found or the party's address is known, or the party's whereabouts or address can located with reasonable diligence, service of the summons and petition may be served upon the party at least **five days before the hearing** by:

1. By Mail:

If you decide to serve documents by mail, the person who mails the summons and petition must be at least 18 years of age.

- a. Send the summons and petition by Certified Mail, Return Receipt Requested (Restricted Delivery). The envelope should be marked "Deliver to Addressee Only."
- b. The person who mailed the summons and petition must fill out an Affidavit of Service by Mail and sign the affidavit in front of a clerk of court or a notary public.

The person who mailed the summons and petition will need to show a driver's license or photo identification card to the clerk of court or notary public.

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The clerk of court or notary public will witness the signature and fill out and sign the Notary Public lines.

- c. File the Affidavit of Service by Third Party Commercial Delivery, together with the receipt that is signed to show actual delivery, with the clerk of court.
- d. Keep a copy of the completed, signed and notarized Affidavit of Service by Third Party Commercial Delivery and a copy of the receipt for your records.

3. By Personal Service:

If you decide to serve the summons and petition by personal service:

- a. You can give the summons petition to the sheriff for personal service Respondent. (You will be charged a fee.) The sheriff will provide an affidavit of service.

OR

- b. You may have another person who is at least 18 years of age and not a party to nor interested in the action give the summons and petition to the Respondent. The person must serve the documents as required by [Rule 4\(d\) of the North Dakota Rules of Civil Procedure](#).

- c. The person who served the summons and petition must fill out an Affidavit of Service by Personal Delivery and sign the affidavit in front of a clerk of court or notary public.

The person who served the summons and petition will need to show a driver's license or photo identification card to the clerk of court or notary public.

The clerk of court or notary public will witness the signature and fill out and sign the Notary Public lines.

- d. File the Affidavit of Service by Personal Delivery with the clerk of court.

Keep a copy of the completed, signed and notarized Affidavit of Service by Personal Delivery for your records.

Service By Publication: If, after reasonable diligence, the Petitioner is unable to locate a Respondent, the Petitioner may ask the Juvenile Court to order service by publication. If the Juvenile Court orders service by publication, the hearing must not be earlier than five days after the date of the last publication.

Information about the Juvenile Court process for requesting service by publication is available upon request from the Juvenile Court. You may also request information by emailing ndselfhelp@ndcourts.gov with "Juvenile Court Service By Publication" in the subject line.